

Attention QuickBooks Enhanced Payroll Subscribers – Have you discovered how to E-file your UI reports in QuickBooks?

With an easy, one-time change to your Payroll Setup, accountants and employers can e-file and e-pay Montana Unemployment Insurance quarterly reports without ever leaving QuickBooks!

Here's how it works. When you e-file through QuickBooks, the report and payment information will be transmitted to Intuit immediately, then batched and transmitted to Montana's UI system later that day. The quarterly report will be posted on the date we receive it, but the payment will be posted on the due date of the report, if you are filing a current quarter report. The payment is recorded in QuickBooks with that future date. If the report you are filing is past due, the payment will be posted the day we receive your report and withdrawn from your bank account within a few days. After e-filing, you can print a copy of the report for your records. Please do NOT mail us the paper copy. Intuit will send you a confirmation when the report is submitted.

QuickBooks Enhanced Payroll subscribers can switch to e-filing at any time during the year. Here's how to get started:

First, change your payroll setup to e-file and e-pay (this is a one-time step):

1. Go to Payroll Setup (using the menu) Employees, Payroll Setup. When the setup appears, you will see a menu on the lefthand side. Click on State Taxes, then Schedule Payments. On the righthand side of the screen, click on MT UI and Admin Fund and then hit the Edit button.
2. Click on the option E-pay, then Okay, then Finish, after the pop-up message comes up. If your 7 digit UI account number and the quarterly frequency aren't already filled in, add that information.
3. Now you will enter the bank information to be used for paying the taxes. On the left hand side of the payroll setup, click on E-pay accounts. Enter the bank account number, checking or savings, and the routing number of the bank account. Hit Finish.
4. Now you will change the filing method to E-file. Exit the setup, return to the Payroll home screen. Under the File Forms section, click on the Related Payroll Activities button, Edit Filing Methods. This will also put you into the Payroll Setup. Select E-file method (it may be selected already), and hit Finish.

To file and pay the report:

Go to Payroll Liabilities, click on **Montana Unemployment Insurance/Admin Fund Tax**, and click the View/Pay button.

1. Next you will see the Interview form which also has the information that will be e-filed. Go to the bottom and fill in your name, title, phone and email. Click on the Check for Errors button. If there are no errors, click Submit Form.
2. A dialogue box appears. Click on E-file and E-Pay.
3. Another dialogue box pops up with the bank account designated to pay the taxes. Click on the E-file and E-pay button.
4. Hit the Submit button.
5. To print a copy for your records, there is a button on the lower lefthand side to Print a copy or Save as pdf.

You will receive a confirmation email (within 48 hours) from Intuit when the report is transmitted to Montana. The payroll setup steps may be slightly different depending on the version of QuickBooks that you use, but variations are minor. It's easy, it's very secure, and we encourage employers who already subscribe to Enhanced Payroll to use this option. For QuickBooks users who are not Enhanced Payroll subscribers, we recommend using Montana's *UI eServices for Employers* to e-file and pay directly. Go to <https://uieservices.mt.gov/> to learn more.

Did you check your UI rate in QuickBooks? It is very important that you enter the correct rate for your account into QuickBooks before filing. Be sure to enter the UI contribution rate only and not the total UI rate (which includes AFT) in order to avoid overpaying your taxes. QuickBooks will add the appropriate AFT rate to the UI rate you enter. We encourage accountants who are e-filing through QuickBooks to use *UI eServices for Employers* and our Fiscal Rate Exchange under Bulk Services to obtain the correct UI rates for all of your clients. A memorandum of understanding (MOU) needs to be signed to use this service. Or, you may attach your client's accounts to your on-line access by obtaining individual authorizations from each employer. This will allow you to see their account information through your sign-on.

Special note for Reimbursable and Governmental QuickBooks users

If you are a reimbursable or governmental employer and none of your employees have wages that exceed the wage base (\$29,500 in 2015), you may e-file your reports with QuickBooks with no issues. However, if your employees do earn more than the taxable wage

base, once they reach the taxable wage base, QuickBooks miscalculates the tax due, because it uses excess wages which are not allowed for reimbursable and governmental employers. To avoid possible excess errors and underpayment of tax, we recommend using *UI eServices for Employers* to file and pay your quarterly UI reports.

Need more QuickBooks Support?

While we are happy to help if we can, for detailed and complex QuickBooks questions, please contact QuickBooks customer support at 1-800-488-7330.